**Mock Interview Rubric**

Inverviewee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Interviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Score: 1=emerging 2=developing 3=proficient 4=exemplary

|  |  |  |
| --- | --- | --- |
| Category | Score | Comment |
| RESUME   * Professional and neat * Free of errors * “Sells” examples of transferable skills |  |  |
|  |  |  |
| APPERANCE AND POSTURE   * Professional and appropriate dress * Appears professional and poised * Maintains good posture * Makes eye-contact |  |  |
|  |  |  |
| SKILL PRESENTATION   * Answers questions clearly * “Sells” their skills * Prepared and knowledgeable * References items on their resume * Gives straightforward, honest responses |  |  |
|  |  |  |
| Delivery and Language   * Uses proper language and enunciates responses * Professional and mature throughout interview * Avoids distracting mannerisms and phrases (ums, tapping, hair twirling, etc.) |  |  |